

# Building & Equipment Maintenance Specialist III



**Job Code:** 3034  
**Grade:** 127  
**Reports to:** Capital Projects/Facilities Director  
**Salary Range:** \$46,601 - \$71,426  
**FLSA Status:** Non-Exempt

---

## **GENERAL STATEMENT OF DUTIES**

Performs lead level complex and skilled work involving the installation, operation, modification, repair, troubleshooting, and testing of new and existing heating, ventilation, and air conditioning (HVAC) systems and associated equipment; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification leads and performs skilled and hazardous HVAC work by using the hand and power tools and equipment, parts and materials associated with the HVAC and other building trades. Work includes skilled trades work at the master mechanic level involving electrical and mechanical equipment repairs and maintenance, including HVACR and energy management systems. The work consists of standard assignments which are conferred through work orders, sketches, specifications, mechanical drawings, models or oral instructions. The employee works under general direction with latitude for independent judgment in planning and determining appropriate methods or procedures to be employed in carrying out the work. The employee performs more advanced or specialized duties than does an employee in the Building & Equipment Maintenance Specialist II classification. Work is reviewed by observation of results achieved. Supervision may be exercised over a small maintenance crew.

## **ESSENTIAL FUNCTIONS**

Leading, planning, overseeing, and participating in all City HVAC work; installing, repairing, and maintaining equipment; conducting routine inspections; analyzing electrical and mechanical malfunctions and restoring operations; preparing reports; preparing and maintaining appropriate records.

## **EXAMPLES OF WORK**

- Leads and participates in the work of a maintenance crew; provides instruction and training to and evaluates work of lesser experienced employees.
- Plans and lays out crew work to include the placement, pitch, elevation, pressure reduction, expansion, and operation of various piping systems and equipment.
- Prepares estimates of materials, time, and labor necessary to complete a job.
- Installs, modifies, maintains, and repairs air conditioning, ventilating, and heating equipment and related systems.
- Conducts routine operational checks and inspections of air conditioning, ventilating, and heating equipment, noting and correcting malfunctions or operation; reports on defective or obsolete equipment so that replacement may be planned.
- Records information pertinent in establishing maximum performance of the equipment for the highest efficiency and conservation of energy for the facilities served.
- Installs and modifies distribution systems such as sheet metal ducts and other types of conduits along with their necessary controls and instrumentation.
- Tunes and adjusts systems to meet required standards of operation.
- Calibrates, overhauls, and replaces all associated instruments and controls in the air conditioning, ventilating, and heating systems.
- Analyzes malfunctions and restores systems within operational limits.
- Repairs, replaces, and overhauls compressors, pumps, chemical feeders, valves, traps, boilers, burners, monitors, and other safety devices.
- Installs, maintains, and repairs refrigeration equipment which includes refrigerators, freezers, and drinking fountains.
- Makes various types of joints using hard and soft silver solder, welds, caulks, rolls, and other techniques.
- Conducts water treatment tests, combustion checks, and adjusts controls and feeders for optimum performance.
- Reads and interprets plans and specifications.
- Performs demolition work in the removal of air conditioning, heating, and related components.
- Monitors contract maintenance personnel; coordinates more complex capital maintenance and repair with outside contractors.
- Performs basic carpentry, electrical, masonry, mechanical, electronic, and plumbing repair and maintenance work.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of the standard practices, methods, tools, and materials common to the HVAC trade; considerable knowledge of the building and fire codes as related to work performed within the HVAC trade; considerable knowledge of the occupational hazards and safety precautions of the trade; skill in and ability to use and maintain all hand and power tools and test equipment in the related trades; ability to assign and lead the work of a crew of lesser skilled employees; ability to work stand-by shifts or to respond to emergency service calls; ability to conduct failure analysis and to modify equipment and make recommendations both in equipment changes and preventive maintenance; ability to work from mechanical drawings, specifications, sketches, and work orders and prepare material lists and specifications; ability to prepare and maintain records and reports; ability to perform manual labor for extended periods; ability to establish and maintain effective working relationships with contractors, vendors, and associates.

**MINIMUM EDUCATION AND EXPERIENCE**

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate, supplemented by completion of two-year program in heating, air conditioning, and refrigeration; or Associate of Arts Degree with major course work in theory, design, equipment construction, electronics, and the basics of installation, maintenance, and repair; three (3) to four (4) years of progressively knowledgeable and skilled experience in HVAC systems maintenance and repair as a journey level HVAC Mechanic combined with classroom instruction (Formal Apprenticeship Program) preferred; or any equivalent combination of education, training, and experience.

**WORK HOURS**

Requires 40 hours in a standard workweek; working stand-by shifts and responding to emergency service calls may be required.

**WORK CONDITIONS**

- Heavy work requiring the exertion of up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, bending, kneeling, crouching, crawling, reaching, stretching, standing, walking, pushing, pulling, lifting, uncomfortable/awkward positions, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust, dirt, fumes, irritants, oils, chemicals, and wearing a respirator.

**SPECIAL REQUIREMENTS**

- Maryland HVAC Journeyman License and EPA Certifications Type I and II.
- Possession of an appropriate driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.